

# Hopkinsville Community College

## Academic Calendar

"Hopkinsville Community College reserves the right to alter the college calendar as it deems appropriate based upon unforeseen circumstances"

### January 2020 – June 2020

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

#### JAN

- 1 New Year's Day (KCTCS Holiday)
- 2-3 Institutional Closing
- 13 Fort Campbell: First 8-week classes begin
- 13 Hopkinsville: First 8-week classes begin
- 13 Hopkinsville: 16-week classes begin
- 20 Martin Luther King, Jr. Day (KCTCS holiday)

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

#### FEB

- 7 Last day to file an application for a May degree
- 10 Mid-term: First 8-week classes
- 17 President's Day (KCTCS holiday)

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

#### MAR

- 8 Fort Campbell: First 8-week classes end
- 8 Hopkinsville: First 8-week classes end
- 9 Midterm: 16-week classes
- 9-14 Spring Break (academic holiday)
- 10 GRADES POSTED BY NOON FOR FIRST 8-WEEK CLASSES
- 16 Fort Campbell: Second 8-week classes begin
- 16 Hopkinsville: Second 8-week classes begin

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

#### APR

- 10 Good Friday (half day observance-KCTCS holiday)
- 13 Mid-term: Second 8-week classes

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

#### MAY

- 3 Hopkinsville: 16-week classes end
- 4-9 Hopkinsville: Final exam week for 16-week classes
- 8 COMMENCEMENT
- 10 Fort Campbell: Second 8-week classes end
- 10 Hopkinsville: Second 8-week classes end
- 10 End of Spring Semester
- 12 GRADES POSTED BY NOON FOR SPRING SEMESTER CLASSES
- 13 End of Term Processing
- 25 Memorial Day (KCTCS holiday)
- 26 Fort Campbell: Summer 8-week classes begin
- 26 Hopkinsville: Summer 8-week classes begin
- 26 Hopkinsville: Summer I 5-week classes begin

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

#### JUNE

- 1 Last day to file an application for an August degree
- 12 Midterm: Summer I 5-week classes
- 22 Midterm: Summer 8-week classes
- 28 Hopkinsville: Summer I 5-week classes end

## REFUND INFORMATION

In order to receive a tuition refund a student must officially withdraw within the refund period specified within this policy. Refunds for sessions different from those listed below are prorated according to the session in proportion to the traditional 16-Week session. A session is defined as an enrollment period within an academic term. An academic term (fall, spring, or summer) may have a number of sessions running concurrently — 16, 8, 4-Week.

Timeframe for Tuition Refunds*			
Session	100%	50%	No Refund
16-Week	Within 7 <sup>th</sup> day	8 <sup>th</sup> – 29 <sup>th</sup> day	After 29 <sup>th</sup> day
8-Week	Within 4 <sup>th</sup> day	5 <sup>th</sup> – 15 <sup>th</sup> day	After 15 <sup>th</sup> day
6-Week	Within 3 <sup>rd</sup> day	4 <sup>th</sup> – 11 <sup>th</sup> day	After 11 <sup>th</sup> day
5-Week	Within 2 <sup>nd</sup> day	3 <sup>rd</sup> – 9 <sup>th</sup> day	After 10 <sup>th</sup> day
4-Week	Within 1 <sup>st</sup> day	2 <sup>nd</sup> – 7 <sup>th</sup> day	After 7 <sup>th</sup> day

Source: KCTCS Catalog

\*Session is defined as the beginning of the term, not the first day of a scheduled class.

\*Calendar days of the session, including all Saturdays and Sundays, but excluding KCTCS recognized holidays.

## NO SHOW POLICY

Any student reported to the registrar as a no-show to class will be dropped from the class roster. A no-show for on-ground (or hybrid) classes is defined as a student who does not attend the first class session (and second session in the case of classes meeting more than once per week) AND has not contacted the instructor by phone, email, or in person before the end of the first week of class (normally, a Friday). A no-show for online classes is defined as a student who does not access Blackboard AND participate in a class activity as directed in the class syllabus AND has not contacted the instructor by phone, email, or in person before the seventh calendar day after the session begins (normally, a Monday). Merely logging into Blackboard periodically does not constitute attendance and/or participation for online, hybrid, or on-ground classes.

Financial aid consequences may result for students dropped as no-shows since this will reduce the number of credit hours enrolled. A student petitioning for re-instatement will be financially liable for the class unless the instructor reported the no-show in error. If a student believes the instructor reported the no-show in error, he/she must contact the instructor immediately to resolve the issue.

## WITHDRAW (W) GRADES

- Classes dropped within the 100% refund period do not appear on a student's academic record.
- A grade of W will be assigned for classes dropped within the 50% refund period.
- After midterm date, an instructor's permission is required to withdraw and receive a grade of W.

Source: KCTCS Catalog

## AUDIT GRADES

- Last day to change from credit to audit is the midterm of the session.

## LATE REGISTRATION

Session	Calendar Days to Enter an Organized Class	Instructor's Approval Required
4-Week	One (1)	Late registration requires instructor's approval
5-Week	Three (3)	On or after the second calendar day
6-Week	Three (3)	On or after the second calendar day
8-Week	Four (4)	On or after the second calendar day
12-Week	Five (5)	On or after the third calendar day
16-Week	Seven (7)	On or after the fourth calendar day

- Instructor's approval may be a signed registration form or consent via official KCTCS email documentation.

Source: KCTCS Rules of the Faculty Senate